INTERCONGRESS

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DYMAT 2012
September 2 – 7, 2012
Konzerthaus Freiburg, GERMANY

# EXHIBITORS SERVICE MANUAL

1. Organization of the industrial exhibition:

Intercongress GmbH
Julia Hennen
Wilhelmstr. 7
65185 Wiesbaden, Germany
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julia.hennen@intercongress.de

2. Venue:

Kongresszentrum Konzerthaus Freiburg
Petra Parschat
Konrad-Adenauer-Platz 1
79098 Freiburg, Germany
petra.parschat@fwtm.de

The modern conference center is conveniently located next to the main train station, and just five to ten easy walking minutes from the historic center of Freiburg. Exhibit booths will be set up next to the symposium hall (plan). The coffee and soft drink service station will be located in the center of the exhibition hall. Coffee will be offered throughout the day, not only during the breaks.

Exhibition area:

foyer, 2nd floor (floor covering: grey carpet)
max. building height: 2,50m.
max. floor loading: 500kg / m²

3. Dates:

Set-up:

| | |
|---|---|
| Sunday, September 2nd, 2012 | 13.00 – 17.00 h |

Opening hours:

| | |
|---|---|
| Monday, September 3rd, 2012 | 08.00 – 18.30 h |
| Tuesday, September 4th, 2012 | 08.00 – 18.30 h |
| Wednesday, September 5th, 2012 | 08.00 – 12.00 h |
| Thursday, September 6th, 2012 | 08.00 – 17.00 h |
| Friday, September 7th, 2012 | 08.00 – 14.00 h |

Dismantling:

| | |
|---|---|
| Friday, September 7th, 2012 | 14.00 – 18.00 h |

4. Conditions:

See general terms and conditions of Intercongress GmbH and Kongresszentrum Konzerthaus Freiburg.

5. Registration:

Employees of your company will need to register as attendees, at attendees rates. (http://www.intercongress.de/deutsch/Kongresse/KongressFactsheet.php?ID=475830.1&Jahr=12)

6. Delivery:

If you plan to send your exhibition equipment before Sunday, September 2nd, please kindly note that the delivery to the conference center is not possible until August 30th, 2012.

Please note down on the address label:

DYMAT 2012, company name, booth number

Delivery address:
Konzerthaus Freiburg
Konrad-Adenauer-Platz 1
79098 Freiburg/Germany

The collection of your equipment must take place on Friday, September 7th, 2012 during the dismantling between 2 p.m. and 6 p.m. If you have any inquiries concerning direct delivery to the conference center, please do not hesitate to contact:

Ms Petra Parschat
Konzerthaus Freiburg
petra.parschat@fwtm.de

7. Approach:

cf. attached map

Delivery, especially for trucks and use of goods elevator:
Approach via „Sedanstraße“ through entrance of the courtyard (only for loading and unloading!).
Goods elevator: width: 2,0 m, depth: 4,80 m, height: 3,0 m, max. load: 7000 kg.

8. Parking:

There are nearly 800 charged parking spaces in the „Konzerthaus- and Bahnhofstiefgarage” (height limit: 2,0 m).

Konzerthausgarage:
Konrad Adenauer Platz 1
79098 Freiburg

Bahnhofsgarage:
Bismarckallee 1
79098 Freiburg

There are no truck parking spaces at the „Konzerthaustiefgarage“! Trucks can be parked at „neue Messe“ in the „Hermann-Mitsch-Straße“.

9. Storage: Empties and stand material cannot be stored separately during the congress.

10. Catering: Coffee-Breaks included.

11. Electric supply: inclusive.

12. Furniture: You will receive one table and one chair free of charge.

13. Hotel reservation: Hotel reservation is possible via Insider Group AG.
Rooms can be booked online: http://www.dymat2012.org/o10-br-en.html

14. Guarding: The building will be locked in the evening. There will be no guard looking after the booths. Please do not leave important and valuable materials at your booth unattended. The Konzerthaus Freiburg and the organizer assume no liability for destroyed exhibition materials or booth equipment or stolen materials.

15. Advices: Please note, that walls, doors and columns may generally not be pasted!

At the end of the event the exhibition space has to be handed over in the same condition as it had been handed over to the exhibitor at the beginning of the exhibition.

Please do not leave any waste or packaging materials at the venue.

Only exhibitions booths made of non-combustible materials are allowed! Decoration must be made of flame retardant materials.

This information is part of the contract and is accepted by signing the binding stand application!

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# General Terms and Conditions of Business for the Rental of Exhibition Space

**1. Preamble**

1.1. Contracting parties to the rental agreement shall be the Organiser and the Exhibitor. The Organiser will be published in the printed material of the event. In case Intercongress GmbH is not the Organiser of the event, the Organiser shall be represented by Intercongress GmbH, Wilhelmstr. 7, 65185 Wiesbaden, Germany (here after "IC") for the purposes of concluding and amending the agreement and exercising dispositive rights as well as performance under the agreement.

1.2. Services on the part of the Exhibitor shall be rendered exclusively on the basis of these General Terms and Conditions of Business. They shall also apply to the participation of the Exhibitor in future events arranged by the Organiser provided that the latter is represented by IC in this regard. Any Terms and Conditions of the Exhibitor which shall deviate from or conflict with these Terms and Conditions of Business shall not be accepted, not even in the event of the Organiser performing his services without further reservations.

**2. Quotation and Conclusion of Contract**

2.1. Quotations made in prospectuses, advertisements etc. shall be subject to change without notice and without obligation, also with regard to price details. Submission of the completed stand application form shall represent an offer to contract on the part of the Exhibitor. The Exhibitor shall be bound to this offer until four weeks after the deadline of receipt stated on the application form. In case this deadline has already expired, he shall be bound to his offer for four weeks. In the case of a businessman, the contents of the stand confirmation shall be binding for the agreement, even if these differ from the contents of the application and the Exhibitor does not object to the amendment within 14 days.

2.2. The agreement shall also include the house rules, the product classification as well as the organizational and technical provisions which shall be forwarded to the Exhibitor prior to the event.

**3. Authorization to Exhibit**

3.1. IC shall decide upon consultation with the Organiser on the authorization of an Exhibitor. A right to be authorized shall not exist.

3.2. The event shall in the first instance be open to manufacturing companies. Distributors and importers may not be authorized as Exhibitors unless they are able to produce evidence of having exclusive sales rights for the Federal Republic of Germany. In each case, only one stand may be rented for the same products of one manufacturer and used for the agreement. In case that the Exhibitor has not fulfilled these prerequisites, the Organizer may rescind the Agreement.

3.3. The Exhibitor shall only be permitted to use the stand himself. Assignment of the entire stand or the part thereof to other companies shall require the consent of the Organisers. The latter may increase the price (Clause 6). The Co-exhibitors shall be joint and each liable for all contractual obligations.

**4. Allocation of Exhibition Space**

4.1. Exhibition space shall be allocated according to the order of receipt of applications. The date of receipt by IC shall be decisive.

4.2. Notwithstanding the stand confirmation, IC shall reserve the right to subsequently allocate a differently positioned stand to the Exhibitor, alter the area of his exhibition space, relocate or close entrances and exits to the exhibition site or to the halls, provided that, taking into consideration the interests of the Organiser, such alteration shall be fair and reasonable for the Exhibitor. Should adherence to the stand confirmation present an unreasonable degree of hardship for the Organiser, yet such alteration be unacceptable to the Exhibitor, the former may rescind the agreement.

**5. Stand Construction and Design**

5.1. The construction and design of the stand must comply both with the general rules on competition and regulative law and with the technical safety regulations. Visual or acoustic disturbance of adjacent areas must be avoided.

5.2. The stands must be manned during opening times and equipped with exhibits.

5.3. Only objects which correspond to the exhibition program, have been registered and are brand-new may be exhibited. Other objects may not be exhibited unless this shall be absolutely necessary for the presentation or functioning of the permitted exhibits.

5.4. The sale of exhibits – including exhibition samples, software and specialist literature – to private persons outside the legal opening hours for retail shops is prohibited; moreover, the regulations regarding the quotation of prices order are to be observed.

5.5. The Organiser shall be entitled to remove exhibits or have them removed from the stand at the expense of the Exhibitor, should their exhibition be prohibited and the Exhibitor not immediately remove them upon the request of the Organiser. Should removal of the object not be possible or not adequate to establish an acceptable state, the Organiser may terminate the agreement with immediate effect.

**6. Prices**

6.1. The prices quoted shall apply to each square meter of stand area or part thereof plus the statutory value added tax applicable at any given time. There shall be no deductions for hall supports. The prices quoted represent all assembly days including days for set-up and dismantling.

6.2. Additional charges for electricity, furniture, flowers, decorations etc. shall be invoiced separately. Various surcharges for Co-exhibitors shall apply.

**7. Terms and Conditions of Payment**

7.1. The stand rental fee shall be payable net, plus an appropriate advance payment towards additional charges to be determined by the Organiser and plus value added tax, upon registration and issue of an invoice by IC. Payments shall be remitted to a separate account only which shall be advised.

7.2. In the event of default on the part of the Exhibitor, the Organiser may charge interest payable on arrears at the rate of 5 % p.a. above the basic interest rate in force at the time of default. So far as only businessmen are involved in the legal transaction, interest payable on arrears will be at 8 % p.a. above the basic interest rate in force at the time of default. Should the Organiser be in a position to substantiate that greater damages have been caused by default, a claim may be made for this amount. The Exhibitor is however entitled to prove that damages resulting from default have not occurred or only to a lesser degree. If the Exhibitor is a businessman, he shall be obliged to pay the interest stated in the first sentence of this subclause within two weeks of dispatch of the invoice without a reminder being necessary.

7.3. With respect to the marketing of those items for which he shall possess a hirer's lien, the Organiser shall be unrestricted; to the extent that statutory provisions are permissible, these shall be eliminated by this agreement.

7.4. The Exhibitor may only set off against amounts due to the Organiser from the rental agreement such claims and only exercise a right of retention in relation to such claims as are either undisputed or legally effective.

**8. Reservation of Rights of Amendment and Rescission**

8.1. Having serious reason (e.g. industrial dispute, force majeure), the Organiser shall be entitled to relocate, curtail, temporarily close entirely or in part, or cancel the exhibition. He shall immediately notify the Exhibitor accordingly. In the event of relocation or curtailment, he shall request the Exhibitor to declare his agreement within a reasonable period (usually two weeks). Should the Exhibitor not object to the relocation or curtailment within this period, consent shall be deemed to have been given. When setting a final date, the Organiser shall expressively point out to the Exhibitor the implications of his silence. Should the Exhibitor object, the Organiser may rescind the agreement.

8.2 In case the event cannot be organised or is subject to change due to reasons which are outside of the sphere of responsibility of Intercongress GmbH (e.g. natural catastrophe, strike or force majeure), no claim for refund of the (proportionate) registration fees or for a compensation of any (financial) losses can be made.

8.3 The Organiser may rescind the Agreement should the Exhibitor default or insolvency proceedings be instituted in relation to his assets or should the Exhibitor's company be liquidated for other reasons.

**9. Limitation of Liability**

9.1. Neither the Organiser nor IC shall be obliged to take precautions against loss or damage of exhibits or stand fittings.

9.2. The Organiser and IC shall not be liable, except in cases of intent or gross negligence, for damages suffered by Exhibitors as a result of erroneous particulars relating to allocation of space, stand assembly or the approval of the stand design, entries in the catalogue, alterations in the area of the stand to which objection is not immediately made in writing as well as the endearing of other legal causes. Limited liability shall also apply to the conduct of sub-contractors. Claims for damages brought against the Organiser arising from contractual or quasi-contractual breach of duty or from offence have to be enforced by suit within a stipulated period of 6 months. The stipulated period begins at the time of information or from the end of the exhibition at the latest.

9.3. This shall not affect the statutory warranties of the Organiser.

**10. Composition of Damages**

Should the Exhibitor rescind the agreement without due justification or should the Organiser rescind the agreement for reasons to be found in the person of the Exhibitor, the Organiser may calculate a lump sum for damages incurred as a result of the rescission and invoice the Exhibitor accordingly. The lump sum shall amount to

- 80 % of the total stand rental, plus additional charges, however with the exception of electricity costs, in cases of rescission within four weeks prior to the exhibition.

- 50 % of the total stand rental, excluding additional charges, in cases of rescission within six months prior to the beginning of the exhibition.

- 25 % of the total stand rental, excluding additional charges, in cases of rescission at any previous date.

Should the damages actually incurred be greater, the Organiser may claim for the greater amount. Should the Exhibitor prove that the damages are less than the lump sums, a correspondingly reduced amount shall be payable.

**11. Final Provisions**

11.1. All declarations made in connection with this agreement must be submitted in writing.

11.2. Should any provision of these Terms and Conditions of Business or other agreements between the parties be or become void, this shall not affect the validity of the remaining provisions. It is agreed that instead of the invalid provision a valid condition shall be accepted which comes nearest to the intended economic purpose.

11.3. German Law shall apply to this agreement.

11.4. Should the Exhibitor be a businessman or not have any place of general jurisdiction within the Federal Republic of Germany, the place of jurisdiction shall be Freiburg. In addition, the Organiser and IC shall also be entitled to institute legal proceedings against the Exhibitor at his place of general jurisdiction or at any particular place of jurisdiction which may already exist.

Intercongress GmbH, 2010

# General Information Regarding Events in the Konzerthaus Freiburg

1. Set-up and dismantling times must be agreed with the project manager and will be recorded in the event contract. The organiser will inform exhibitors of the set-up and dismantling times.
2. Deliveries and collections may be made during agreed periods only. Equipment must not be delivered or stored outside of these times. In the event of early deliveries or collections outside of these times, storage/removal charges may apply.
3. Delivery address for exhibitors:
   Konzerthaus Freiburg
   Konrad-Adenauer-Platz 1
   79098 Freiburg
   Germany
   All mail must include the event name, stand number (where appropriate), and the name of the exhibiting company.
4. If the opening times for exhibitors differ from the event's general opening times, they must be agreed with the project manager.
5. Access for deliveries is via an entrance on Sedanstraße, as indicated on the map (map also available in electronic form).
6. A goods lift (without ramp) is available in the covered delivery area and is accessible at ground level (width 200cm, depth 480cm, height 300cm, max. load 7,000kg). The goods lift is operated by staff of Konzerthaus Freiburg.
7. Against charge, admission staff will grant access via the main entrance to passenger cars delivering display stands and similar equipment as well as to exhibitors with stands on the ground floor or steps. Only a passenger lift is available (width 105cm, depth 190cm, height 230cm, max. load 1,500kg).
8. The Konzerthaus Freiburg main entrance is accessible for loading and unloading only (pedestrian zone). Stopping is not permitted on the forecourt at any time. Access for vehicles on the cobbled forecourt area is restricted. Details of the maximum total loads permissible in this area must be discussed with the project manager in advance.
9. Underground parking is available at Konzerthaus Freiburg (entrance height 2m). Designated parking is also available in the town. Note: There is no parking in the delivery area of Konzerthaus Freiburg.
10. Stands may have a maximum height of 250cm. The project manager may approve higher stands in certain areas.
11. The foyers are fitted with a sprinkler system; no sprinkler-resistant covers/canopies of any kind, including parasols/umbrellas, may be used.
12. The maximum weight-bearing capacity of the floor in the entire exhibition area is 500kg/$m^2$ (evenly distributed weight). Please check before bringing in large loads, such as equipment with a lumped load on wheels.
13. Layout plans for the industry exhibition must be approved by management. Emergency exits and signs, fire alarms, extinguishers, etc. must not be obstructed.
14. The organiser will gather all technical requirements from exhibitors (regarding power, furniture, etc.) and pass on the information to the project manager. All usage, including that of facilities ordered on site, will be settled through the organiser.
15. Note that objects must not be pasted to walls or doors. No materials may be used to cover/mask the flooring (parquet) or carpet (grey) that may cause damage when removed, such as double-sided carpet tape. The organiser is liable for any damage in cases where the cause of the damage is unknown.
16. All equipment must be disconnected from the mains overnight. The organiser/exhibitor must ensure that no damage is caused by equipment that has to remain connected. Permission must be obtained in advance from the project manager.
17. The organiser can book cleaning services for stands (charges apply) through the project manager. The organiser will find out which services are required and pass on the information to the project manager accordingly.
18. Dimensions of furniture for rental:
    Tables: 180x80cm, 120x80cm, 180x45cm, 120x45cm; table height: 72cm; colour: grey
    Chairs: Silver steel tube with dark blue upholstery; padded seats
19. Catering at stands must be arranged through one of Konzerthaus Freiburg four catering partners. The organiser must inform exhibitors which catering partner has been granted exclusive catering rights for the event in question.

**Please refer to the General Terms and Conditions and the House Rules regarding exhibitions in Konzerthaus Freiburg.**

**We recommend that you forward all or some of this general information to the respective exhibitors.**

Status 16.09.2011
Subject to alterations

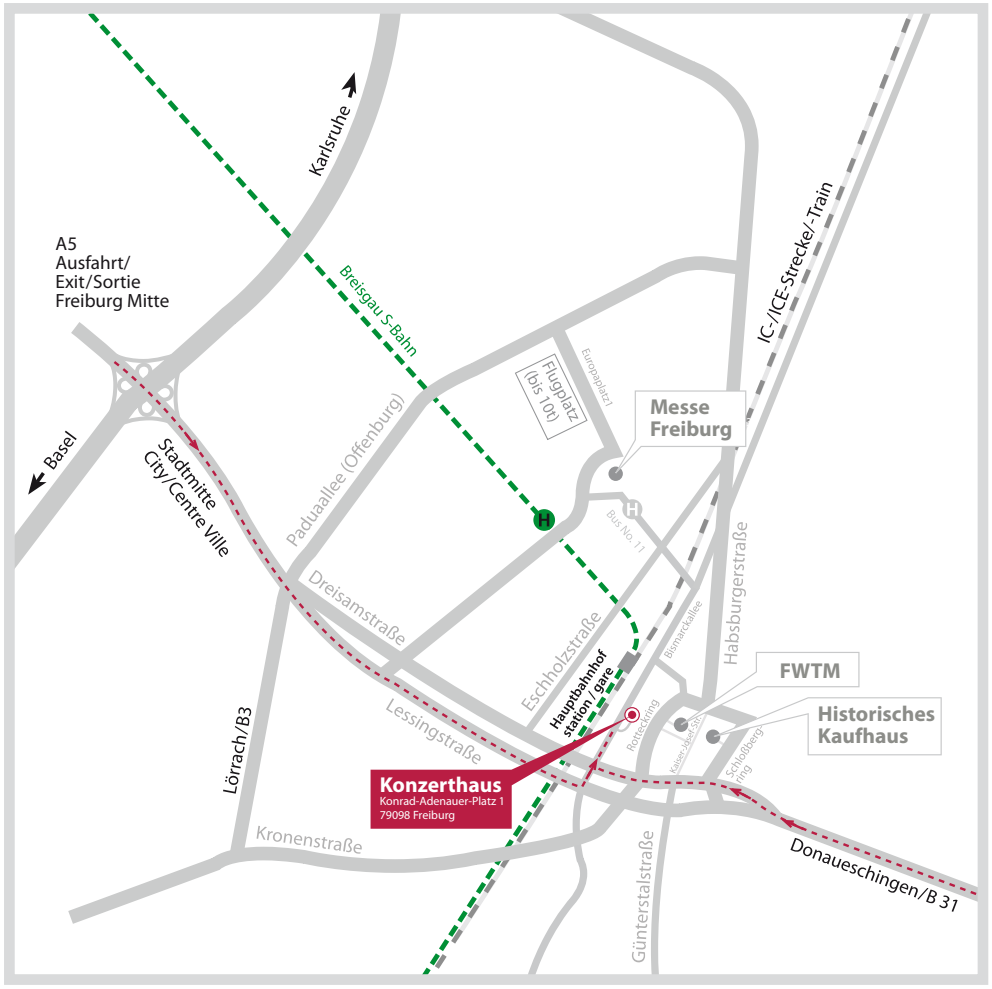
Management Marketing
FWTM FREIBURG
Konzerthaus Freiburg

## Kongresszentrum Konzerthaus Freiburg is easy to reach from everywhere

From the North or the South, take A5 autobahn/motorway Frankfurt-Basel along the Rhine Valley, exit "Freiburg Stadtmitte". Stay on the autobahn feeder road "Mitte" until the Konzerthaus Freiburg (10 min.), follow signs to the Konzerthaus Freiburg.

A81 Stuttgart-Singen autobahn/motorway or B31 (Höllental), Donaueschingen, Titisee-Neustadt.
Go through Freiburg on the Schwarzwaldstrasse, this becomes Schreiberstrasse, direction of the autobahn feeder road "Mitte". There are road signs to the Konzerthaus Freiburg.

Connections to the French and Swiss autobahn/motorway networks.
950 parking places in the underground car park at the Konzerthaus and central train station (Hauptbahnhof).

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# Directions to the Konzerthaus Freiburg